

Chapter 8 - Placement Change Notices

Placement Change Notices

Before entering any vouchers for placements, a PCN or Placement Change Notice must be in place on every child that you wish to create a voucher for. PCN's tell the system how long the child has been in placement at every facility that they have been placed at and how much money is being charged per night for this child.

It also tells the system what address to send the child notice of hearings and summons.

Whenever the child is placed at a different facility/foster home, or is released to a parent or family member it is important to remember to issue another PCN to update the child's placement. This way the system will be correct and will not allow someone to over pay a facility/foster home.

An important note to remember is that the system pays for the day in and not the day out. If the child was released on April 1, 2000, the system would pay the facility through March 31, 2000.

Entering Placement Change Notices:

A PCN must be entered onto the child's event screen.

You will need the following information before you can enter the PCN.

1. The child's case number that they were placed under.
2. The child's petition number that they were placed under.

Following is the process of entering a placement change notice.

1. Press <F9> to display the name lookup screen , the system will display the screen as follows.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup

Enter a "1" to request "SNDX" Sound index lookup
Enter a "2" to request "NAME" Name lookup
Enter a "3" to request "NAME" Adoption lookup

Enter request number here-> 2 name here-> TEST,TEST

Nxt Tran Type Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F14=Dkt.Inq F16=Inv.cal.

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2. Enter the name of the child on the line that is displayed on the screen and press <Enter>. The system will return the following screen for you.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup **NAME**
Highlighted name has a A/R Master Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
_ TEST ,,		00000001		CPS	DJ	00000951	PUB
X TEST BINSFELD CASE 06,CHILD 03,,		01009006	3	NA	NA	10090063	EXP
_ TEST BINSFELD CASE 4,CHILD 01,		01009004	1	NA	NA	10090041	EXP
_ TEST BINSFELD CASE 6,CHILD 01,,		01009006	1	NA	NA	10090061	EXP
_ TEST BINSFELD CASE 6,CHILD 02,,		01009006	2	NA	NA	10090062	EXP
_ TEST BINSFELD 7,CHILD 1,,	8/15/1995	01009007	1	NA	NA	10090071	EXP
_ TEST BROTHER,,	12/12/1995	01000012		SB1	NA	00000000	EXP
_ TEST CASE TYPE CHANGE,,		00612601		NA	NA	00000001	SUP
_ TEST CASE TYPE CHANGE,,		00612601		NA	NA	00000002	SUP
_ TEST CASE,NEW JEVTUPD,TL TYPE,		01000206		TL	TL	00000001	EXP
_ TEST DELINQUENT CHANGED,,		11009008		DL	DL	11009008	PUB
_ TEST FATHER ,,	4/28/1970	01000012		AF1	NA	00000001	EXP
_ TEST LINE 10,,		02020202	1	NA	NA	02020202	PUB
_ TEST NAME AGAIN,,		00100216		W01	NA	00000001	PUB
_ TEST NAME AGAIN,TEST,		00001004		AKA	NA	00000000	PUB

More...

Nxt Tran Type Case# 01009004 1 Petn# 10090041 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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- Select the child that you want to add the PCN to by placing an "X" next to the child's name and then pressing <F2>. The system will position your cursor on the Next Tran Line where you will need to enter the following information and then press <Enter>.

NXT TRAN	EVT	TYPE ADD	CASE NBR	00000000	PET	00000000	EVT	PTY
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The system will then display the event screen for the case and petition that was selected.

Event	ADD	Case#	00926002	Petition#	09260021	Type	DL	Filed	0101	2002
Jurist	11953	CLATTERBAUGH	Attny			Worker				
Name	TEST/TEST/		DOB			Gen		Race		
Petition Opened	101	2002	Jurist		Adjud		Jurist		Code	
Offense: Date			Loc		Petitnr	PA1	SSN	000000000	CTN	
Num	Date	Cg	Typ	Comments		Jurist	Attny			
2	701	2003	PCN							
Results					Pgm		Status			
Placement	CA03025	Special Rate	125.00	Placement Type		Custody	ICU			
Next Hearing		Time		Type		Jurist	Chg		Courtroom	
Party Type		Attny		Party Type		Attny		PPI		
Bond: Type		Amt		Act Typ		Date				
Posted By		Receipt								
Curfew of		Sun. thru Thurs. and		Fri. and Sat.						
Form nbr requested		Sign Jurist								
Nxt Tran	EVT	Type	ADD	Case#	00926002	Petn#	09260021	Event#		Pty
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System						
F8=Probate	F9=Name Inq.	F10=Attny Inq	F13=Notes	F14=Dkt. Inq	F16=Inv. Cal					

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From the Event screen, the following steps must be completed to process the PCN event.

1. Enter the date the child was placed in the facility.
2. Enter the event of PCN - "Placement Change Notice".
3. Enter the placement number in the placement field. Press <F4> for a list of valid placements. If the case is being closed or the placement is ending you can enter CLO for closed or a party type to place the child back with the parents, guardian, etc.
4. If you **do not** want this placement tracked for financial vouchering or the 207 then enter 99999.99 in the special rate field. Otherwise, enter the amount the facility charges in this field.
5. Enter the custody status for this child. Press <F4> for a list of valid codes.

Once all information has been entered, press <Enter> and the system will save the PCN and begin tracking this placement for financial vouchering.

NOTE: PCN's must be added to a specific petition and event. The system will not allow a PCN to be added to multiple petitions.

The entry of a PCN automatically stops the previous PCN event. Be sure of your placement dates. The system will not pay more than what the PCN reflects.

Once vouchers or voucher payments have been made to a PCN, the PCN can't be modified.